Outlined/Used in Presentation of;
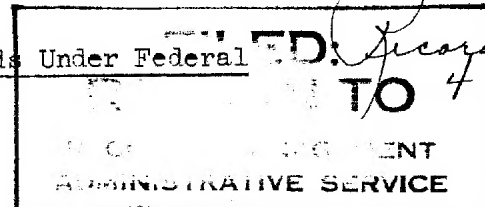
AGENCY RECORDS MANAGEMENT PROGRAM *TO Mr Kirk Patrick,*

Inspector Genereal, on 1/8/54

I. Responsibility For Management of Records Under Federal
   Records Act of 1950

   1. Administrator of G. S. A.

   2. Agency Heads

      Section 506 (a), (b), (c), (d), (e), (f), (g)

STAT

II. Responsibility For Management of Agency Records Under Agency
    Regulation☐

    1. General Services Office

    2. Head of Each Office

III. What Is Records Management?

    1. Task Force Report on Records Management by Hoover
       Commission.

    2. Records Management Program Guide.

IV. Accomplishments of Agency

    1. Transfer from OCD - 1 January 1951.

    2. Personnel Transferred - _____

    3. Recruitment of Personnel:

       a. Difficulty in Recruiting Trained Personnel.

       b. Number of Persons Contacted.

       c. Number on Duty (1/4/54) - ☐   STAT

    4. Established Vital Materials Program.

    5. Conducted Training Program for Area Records Officers -
       Average attendance per session - 79

    6. Established an Agency Records Center:

       a. Original Center -☐- capacity   STAT
          equivalent to 400 file cabinets - $94,000.

       b. Present Center -☐- 20,000 sq. ft.   STAT

  c. Proposed Center - Staff Study Designated

7. CIA Records Officer to Serve as Liaison with GSA.

8. Deputy Archivist from N. A. R. S. Given Agency Clearance to Work with Us in the Clearance of Disposition Schedules.

9. Standard Filing System (Handbook [   ])   STAT

10. Standard Correspondence Procedures (Handbook [   ]).   STAT

11. Standardization of Letter and Legal Size Filing Equipment.

12. Standardization of Filing Supplies.

13. Disposition Schedules Prepared:

14. Records Management Surveys:

  a. Logistics

  b. Contact Division, OO

  c. FBID, OO

  d. RI/FI

  e. Medical

  f. General Counsel

  g. Historical Staff, Director's Office

  h. DD/A

  i. OIC

  j. NSC

15. Courier Service Improvements:

16. Machine Records Projects:

17. Area Records Officers Appointed:

  a. Full Time

  b. Part Time

  c. Not Appointed

18. Accomplishment of Offices:

19. Security Desk Trays.

20. Comptroller's Reports Management Program.

21. Training Sessions at the Repository.

22. Issuance of Bulletins and Memorandum to Area Records Officers.

V. Future Programs:

1. Forms

2. Reports

3. Correspondence

4. Current Maintenance:

   a. Mail Control

   b. Reference Service

   c. Maintenance

   d. Equipment and Supply Standards

   e. Microphotography

   f. Vital Materials

5. Disposition

6. Records Center

7. Surveys and Establishment of Programs (office by office)

8. Surveys of Established Office Programs

9. Training

VI. Problem Areas:

VII. Issuances:

1. Distributed:

STAT

IB [   ]   Program Guide

STAT HB [   ] Standardization of Filing Supplies

STAT N [   ] Procurement of Letter and Legal Size Filing Equipment

Four Bulletins for Area Records Officers

Two Memoranda to Area Records Officers

2. Forwarded to Regulations Control Staff:

STAT HB [   ] Handbook for the Subject Classification and Filing of Correspondence Records

STAT HB [   ] Correspondence Handbook

STAT N [   ] Handling Classified Forms

3. Being Prepared:

Records Management Regulations

Handbook on Vital Materials Procedure

Handbook on Guide to Effective Writing and Correspondence Management Techniques

Disposition Handbook

Mail Control Handbook

Reports Management Brochure

4. Proposed:

Notice on Forms Numbering

Forms Management Handbook

Microphotography Handbook